

## JOB ANNOUNCEMENT

**POSITION: PREVENTION PROGRAM MANAGER - aDDAPT**

Posting# 2050-0216md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Applicable licensure/certification

**STARTING SALARY: Step 46; \$2,154 bi-weekly** - \$26.93 per hour *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** February 1, 2016

**CLOSING DATE:** February 16, 2016

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at -** <http://www.utahcounty.gov/jobs>

### JOB SUMMARY:

Under general direction of the Deputy Directors of the Department, this position supervises, plans, coordinates, and directs the activities of the County's drug and alcohol abuse prevention programs.

### DUTIES INCLUDE:

**Supervises**, plans, coordinates, and directs the work of the Department's Drug & Alcohol Prevention programs, practices and systems.

**Makes** staffing decisions within the assigned program including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

**Compiles**, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the assigned program.

**Monitors** contract compliance with all prevention subcontractors to ensure services provided meet all minimum standards for scope of work, data collection, reporting, and other terms and conditions.

**Assists** in the preparation of the program budget and monitors and approves program related purchase orders and expenditures and assists in the preparation of grant applications.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** Community organization; Management and effective leadership techniques for individuals, small and large groups and teams; Technical reading, technical writing, and basic math; Descriptive and analytical statistics; Word processing, spreadsheet, presentation, and other business computer applications.

**Skill in:** Creative thinking and analytical problem solving; Public speaking and interpersonal communication and Composition of technical documents such as grant applications and program summaries.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; Coordinate multiple tasks efficiently; Communicate effectively verbally and in writing; Work with limited supervision; Work with groups and individuals at every level of society; Conduct in-depth program analysis of drug and alcohol prevention and early intervention programs; Coordinate multiple tasks efficiently and Maintain files, records, and reports.

### REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a Master's Degree in Social Work, Sociology, Psychology, Educational Psychology, Public Health, Community Health, Health Promotion or related Social Services field; and a minimum of two (2) years work experience in substance use disorders, mental health, or public health including any combination of direct services, supervision, management, program planning, and administration. One (1) year of the required related work experience must have been recent supervisory experience in a behavioral health or public health setting. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Licensing under the Utah Mental Health Professional Practice Act (such as CSW, LCSW, LMFT, LMHC, SUDC, etc.) preferred. CHES (Certified Health Education Specialist), CPH (Certified in Public Health), [National Endorsed Student Assistance Professional \(NESAP through NAADAC\)](#), Prevention Specialist Certification through IC&RC/AODA, or other nationally recognized prevention related certification preferred.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.